



How-to Guide:

# CUPC Bidding Guide

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Last Revised: August 15<sup>th</sup>, 2021



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## Event Overview

### What is CUPC?

The Canadian Undergraduate Physics Conference (CUPC) is an annual conference organized solely by a team of undergraduate students from the host university. It is the largest and longest-running undergraduate science conference in Canada, and the largest undergraduate physics conference in North America. At the end of each conference, a vote is held to determine the location of the next conference. Since its inception, the conference has not been in the same location for two consecutive years.

### History

“The idea for the Canadian Undergraduate Physics Conference was born in 1964 when C.S. Kalman, of the McGill Undergraduate Physics Society, met L. Rosen, of the University of Toronto Mathematics and Physics Undergraduate Society, whilst Kalman was working at UofT. The two undergraduate students presented the idea of a national conference for students to assemble. At this conference, students will be able to discuss ongoing projects being done at various institutions across the country.

In March 1965, Rosen sent a letter to 20 universities announcing that “a number of student chapters of the Canadian Association of Physicists in Ontario and Quebec are considering an inter-provincial conference for undergraduate students.” Since it was late in the academic year, the first conference was not held until late 1965 in the new academic year. Because McGill University was able to fund external speakers, it was chosen to be the location of the first conference.”

*Adapted from: <https://www.cap.ca/congress-conference/cupc/cupc-history/>*

### Partners

The Canadian Association of Physicists (CAP) has been a long-time supporter of the CUPC. The CAP aids the CUPC planning team with financial aspects of the conference (i.e. creating the sponsorship form, providing a space to hold CUPC funds, etc.), as well as providing ideas and feedback on ongoing conference logistics and planning. CUPC also has a long standing relationship with many external sponsors, such as the Canadian Astronomical Association (CASCA).



## Specific Contacts

Some specific contact information you should have are that of the CUPC CAP contact, Francine Ford, as well as the CUPC organizers during the time of the CUPC Bid. The organizers' information will be updated each year.

Previous organizers can provide perspective on how to create a bid and the experience of organizing a conference of this magnitude. Previous organizers are usually able to provide assistance and respond to emails more quickly than other contacts.

### CAP Contacts

Francine Ford – Executive Director | [execdir@cap.ca](mailto:execdir@cap.ca) or [cap@uottawa.ca](mailto:cap@uottawa.ca)

### Previous Organizers' Information

*CUPC 2021 – Ryerson University (Online)*

CUPC 2021 Team | [cupc2021@ryerson.ca](mailto:cupc2021@ryerson.ca)

Helen Melino – Co-Chair | [helen.melino@ryerson.ca](mailto:helen.melino@ryerson.ca)

Neha Nasir – Co-Chair | [neha.nasir@ryerson.ca](mailto:neha.nasir@ryerson.ca)



## **Bid Requirements**

### Departmental Support

The first thing you should do before submitting a bid to host CUPC is getting support from your institution's physics department. Their support is crucial as the conference will likely be held in venues at your institution, including lecture halls and conference rooms. Their support will also likely be needed throughout the planning process in terms of financial support, shipping & receiving, finding relevant contacts (for sponsors, speakers, volunteers etc), and general advice.

### Duties and Responsibilities of the Host

The host is responsible for organizing and executing all the conference events. Hosts create their own conference budget, seek out and apply for sponsorships and funding opportunities, recruit speakers and team members, all while promoting their conference! Basically, you are creating a conference from scratch. This is great because it provides room for tons of creativity and new ideas.

### What to Include in your Bid

For a successful bid, you need a skeleton of a conference breakdown and the basic logistics. Things you should include are:

- Your team and their roles
- Proposed conference dates
- Possible venues
- Possible accommodations
- Rough budget
- Rough idea of the kind of events you want to plan
- How you will keep delegates engaged
- How you will promote the conference

Generally, the more you have planned and thought through, the better chance you have of being selected to host CUPC.

### The Vote

The current CUPC team has the choice of how they would like the bidding process to take place, however, bids are traditionally presented at the end of the conference. For bids placed during the conference, all the delegates in attendance at the time of the bid will have a vote.



## Team

Usually, whoever places and wins the bid will become the chair (or co-chairs) of the next CUPC. You will also need a core team to help with the planning of the conference, sub-teams to focus on specific planning aspects of the conference, as well as a group of volunteers to help facilitate events and organize delegates. We recommend that your core team consists of 5-8 members.

### Suggested Team Roles

Many times with planning events with so many moving parts, teams decide to have executive members who manage a small group of team members dedicated to tasks related to the executive's role. Some executive team roles we suggest you fill are:

- Web and Design Executive
  - responsible for updating the CUPC CAP website, creating delegate only websites (if needed), and managing social media channels
- Internal Executive
  - Responsible for coordinating and maintaining team meetings and inside logistics such as volunteer training and weekly meetings.
- Finance Executive
  - responsible for tracking funding, finding and applying for sponsorships and other funding opportunities
- Events Executive
  - responsible for planning event logistics, finding speakers, venues, etc.
- Communication Executive
  - responsible for email communications including incoming inquiries, outgoing inquiries, CUPC email announcements, etc.

These are only suggestions. You do not have to have these specific roles on your team, you can include more or less roles; do whatever works best for you and your team dynamic!



## Finances

The host receives funding in the method of their choosing. Many years, teams choose to charge a conference registration fee, charge for Grad and Industry Fair booths, and apply for sponsorships. Sponsorships and Grad Fair booths are often purchased through a secure form created through the CAP, where funds will go directly to their bank account. The CUPC team is able to use the CAP's bank account to hold their finances, where the team will have to submit receipts from expenses for reimbursement. To discuss other options, please consult with Francine Ford.

### Sample Budget

Below is a sample budget for hosting an in-person CUPC. The items on the left are common categories of expenses for the CUPC hosts, and the ranges in the expenses of such categories from various CUPC's have been approximated and summarized on the far right.

Item	Details	Approx. Cost
<b>Accommodations</b>	Hotel costs, transportation	\$24,000 - \$96,000
<b>Food</b>	Delegate meals and beverages throughout the day (ex. coffee and water station)	\$30,000 - \$44,000
<b>Venue</b>	Conference and meeting spaces	\$5,000 - \$10,000
<b>Delegate Experience</b>	Gift bags and items, social events	\$10,500
<b>Judges/Speakers</b>	Travel accommodations for guest speakers, speaker honorariums and appreciation gifts	\$500 - \$3,000
<b>Miscellaneous</b>	Volunteer appreciation gifts, set up	\$5,000 - \$17,000
<b>Total</b>		<b>\$70,000 - \$180,500</b>



## Events

Traditionally, CUPC consists of Keynote Lectures, Workshops, Panels, Student Presentations, and a Grad and Industry Fair. You can refer to past CUPC's to decide on which events to include, but it is ultimately up to the host to decide how many and which events will be offered at their conference.

## Tips for a Successful CUPC Bid

You can place a bid on behalf of your institution on your own, but we recommend that you place your bid with another student from your institution, with a maximum bidding team of 3 members.

We suggest that you not only include events related to physics, but some social events as well. These are ways for delegates to stay engaged throughout your conference and create a fun and enjoyable experience overall. For instance, a popular activity in past conferences has been a pub crawl planned by the hosts for the delegates who are of legal drinking age.

Network as much as you can during the CUPC you will be placing your bid at. Chances are, the more people know you and the more you express your passion for CUPC, the more people will be likely to vote for you to host.

The delegates at the live bid will be voting for the next host, therefore your bid should be engaging, and you should try to get the audience excited for what you have planned!

## Final Remarks and Bidding Team Information Collection

This is a preliminary step to ensure that those placing a bid have properly thought through and understood the roles and responsibilities of hosting CUPC. If you wish to proceed with your bid, please fill out the last page of this document with the appropriate information and return it to the current CUPC organizing team, along with your bid via email ([cupc2021@ryerson.ca](mailto:cupc2021@ryerson.ca)). Our team will review your submissions and will contact you with further information about the live bid at the conference if your bid includes all the required information.

CUPC really is an amazing experience to organize and takes a team effort. We wish you the best of luck in your CUPC bid and cannot wait to see the incredible ideas you have for the next conference! Please do not hesitate to reach out to any of us if you have any questions.

Happy bidding!



Please fill out and return this page of the document to the current CUPC organizing team.

Bidding Team Information	
Bidder 1 Contact Information	
Name:	
Email:	
University/College:	
Program:	
Year of Study:	
Bidder 2 Contact Information (if applicable)	
Name:	
Email:	
University/College:	
Program:	
Year of Study:	
Bidder 3 Contact Information (if applicable)	
Name:	
Email:	
University/College:	
Program:	
Year of Study:	
Departmental Support Contact Information	
Departmental Contact 1	
Name:	
Email:	
Position:	
Departmental Contact 2 (if applicable)	
Name:	
Email:	
Position:	
Bidding Institution Information	
Institution Name:	
Institution Location:	
Has your institution hosted CUPC in the past? If so, please specify what years if possible.	